

## Outdoor Special Event Permit Application

City of Asheville, NC

Application Date \_\_\_\_\_

Accepted Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Primary Organizer Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Fax \_\_\_\_\_

Event Website Address \_\_\_\_\_

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### Outdoor Special Event Category:

_____ Assembly/Rally	_____ Race/Run/Walk	_____ Festival	_____ Concert
_____ Block Party	_____ Performance	_____ Educational	_____ Parade
_____ Filming/Photography ( <i>See Filming Addendum</i> )		Other: _____	

### Outdoor Special Event Operations:

Name of Event \_\_\_\_\_

Location(s) of Event \_\_\_\_\_

Day(s) & Date(s) of Actual Event \_\_\_\_\_

Estimated Attendance - Total Event(s) \_\_\_\_\_ & at Peak Period(s) \_\_\_\_\_

Event Operating Hours - *Opening* \_\_\_\_\_ AM/PM -through- *Closing* \_\_\_\_\_ AM/PM

Set-up Date(s) \_\_\_\_\_ Set-up Time(s) \_\_\_\_\_ AM/PM

Tear down Date(s) \_\_\_\_\_ Tear down Time(s) \_\_\_\_\_ AM/PM

Primary On-Site Contact \_\_\_\_\_ Mobile \_\_\_\_\_

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### Outdoor Special Event Details:

Mission/Purpose of Event \_\_\_\_\_

Describe Event \_\_\_\_\_

Excluding furnishings, list types of structures and estimated quantities of each to be added to the event site:  
(*tents, inflatables, staging, port-a-johns, light towers, scaffolding, fencing, generators, etc.*)

**City Street, Lane & Sidewalk Closures:**

Will any streets or sidewalks need to be fully closed? Yes\_\_\_\_\_ No\_\_\_\_\_

Will the event involve any rolling street closures? Yes\_\_\_\_\_ No\_\_\_\_\_

Will metered parking spaces need to be closed? Yes\_\_\_\_\_ No\_\_\_\_\_

How many individual parking meters?\_\_\_\_\_How many actual metered spaces?\_\_\_\_\_

**Set-Up/Down & Load-In/Out:**

Will any vehicles/trailers need access to non-parking areas? Yes\_\_\_\_\_ No\_\_\_\_\_

Will any vehicles/trailers be within the site during festival hours? Yes\_\_\_\_\_ No\_\_\_\_\_

**Alcoholic Beverage Sale & Consumption:**

Will alcohol be served/sold at the event? Yes\_\_\_\_\_ No\_\_\_\_\_

**Food Sales; Merchandise Sales & Vending:**

Will there be any merchandise vendors/sales? Yes\_\_\_\_\_ No\_\_\_\_\_

Will there be any food or beverage vendors/sales? Yes\_\_\_\_\_ No\_\_\_\_\_

**Fireworks & Open Flames:**

Will fireworks or open flames be used as part of the event? Yes\_\_\_\_\_ No\_\_\_\_\_

Will private grills be in use for food preparation? Yes\_\_\_\_\_ No\_\_\_\_\_

**Animal Exhibits & Pets:**

Will any livestock or domesticated animals be on-site? Yes\_\_\_\_\_ No\_\_\_\_\_

Describe:\_\_\_\_\_

**Tents, Canopies & Structures:**

Will tents or canopies be used at the event? Yes\_\_\_\_\_ No\_\_\_\_\_

Are any portions of this event held on private property? Yes\_\_\_\_\_ No\_\_\_\_\_

**Electricity:**

Does your event require electricity? Yes\_\_\_\_\_ No\_\_\_\_\_

Source: (generator or existing exterior outlet): \_\_\_\_\_

**Sound Amplification:**

Will sound amplification be used? Yes\_\_\_\_\_ No\_\_\_\_\_

**Sanitation:**

Will there be any cooking with grease? Yes\_\_\_\_\_ No\_\_\_\_\_

Will supplemental waste receptacles be used? Yes\_\_\_\_\_ No\_\_\_\_\_

**Portable Restrooms:**

Will portable restrooms be used? Yes\_\_\_\_\_ No\_\_\_\_\_

Quantity: \_\_\_\_\_ Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Location(s): \_\_\_\_\_

**Marketing & Public Relations:**

Is this event planned to reoccur on an annual basis? Yes\_\_\_\_\_ No\_\_\_\_\_

Will the event be publicized? Yes\_\_\_\_\_ No\_\_\_\_\_

Will banners or signs be used outside the event site? Yes\_\_\_\_\_ No\_\_\_\_\_

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**Application Package Submittal Checklist:**

<u><b>FORMS</b></u>	<u><b>ATTACHMENTS</b></u>
_____ Outdoor Special Event Permit Application	_____ Site Plans/Route Maps
_____ Emergency Action Plan	_____ Neighborhood Petition
_____ Parade/Run/Walk Application	_____ Insurance Certificates
_____ Temporary Street/Lane/Sidewalk- Closure Application	_____ Security Plan
_____ Traffic Cone & Barricade Rental Order Form	_____ Copy of Public Notices
_____ Temporary Use Permit Application	_____ Parking Plan

**Submit Application Package to the Development Services Center located in the Public Works Building**

**Physical Address: 161 S. Charlotte St., Asheville, NC 28801**

**Mailing Address: City of Asheville – Development Services Center c/o Outdoor Special Events**

**P.O. Box 7148 Asheville, NC 28802**

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A \$25.00 non-refundable application fee (*payable to the City of Asheville*) must accompany the Outdoor Special Event Permit Application package submittal. The balance of applicable fees and charges will be invoiced once preliminary approval is granted.

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the department will contact you and an alternate location will be suggested as available. Your confirmation will be in the form of a permit, issued to the organization and /or person responsible for planning the event. ***Do not publicize your event until preliminary approval has been confirmed by Asheville Parks, Recreation & Cultural Arts. The submission of an Outdoor Special Event Permit Application is NOT approval to hold an event.***

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Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed within the City of Asheville's current **Outdoor Special Event Guide** as applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Director of the Asheville Parks, Recreation & Cultural Arts Department, City of Asheville, North Carolina.

**Name of Applicant** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Revised 2/2010*